

PART II	DEPARTMENT OF PERSONNEL SERVICES	10.628
	STATE OF HAWAII	10.629
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Minimum Qualification Specifications
for the Classes:

COMPOSITOR I AND II

Experience Requirements:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Class Title	Specialized Exp (years)	Supervisory Exp (years)	Total (years)
Compositor I	2	0	2
Compositor II	4	*	4

Specialized Experience:

Progressively responsible work experience specifically related to typographical composition, which involved layout and paste-ups of type in the preparation of masters or camera-ready copy to be used in a printing process. At least one year of this experience must have included the operation of a composing machine, such as a vari-typing or memory-type machine involving following of type font and size specifications in the preparation of materials for printing.

Substitution of Training for Specialized Experience:

Completion of a recognized printer or compositor apprenticeship program may be substituted for the required specialized experience.

Quality of Specialized Experience:

Possession of the required amount of specialized experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Supervisory Experience:

Work involved in supervising others performing compositor work as described. *For the Compositor II, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory

aptitude is the demonstration of potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities, by completion of training courses in supervision accompanied by application of supervisory skills in work assignments, or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Test:

For competitive examinations, all applicants must qualify on the appropriate examination for this class. For noncompetitive actions, the appropriate examination may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position, which are described in the classification specifications. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of arm, hand, leg or foot will be considered for appointment relative to their ability to perform the work of a position. Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for his handicap to perform the job.

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This is an amendment to the Minimum Qualification Specification for the class COMPOSITOR I (previously titled Compositor) approved on January 13, 1971, and the first Minimum Qualification Specification for the new class COMPOSITOR II.

DATE APPROVED: 4/21/78

s/Wayne Yamasaki
DONALD BOTELHO
Director of Personnel Services